

HIGHLANDS RECREATION DISTRICT BOARD MEETING
Wednesday, September 14, 2011

Attendants:

BOARD- Vice President Brigitte Shearer (B.S.)
Jim Sell (J.S.)
Pam Merkadeau (P.M.)

STAFF- Margaret Glomstad (M.G.)

CALL TO ORDER

The meeting was called to order at 7:37pm by Vice Board President B.S.

REVIEW AND APPROVAL OF THE MINUTES

The minutes of the August 9, 2011 Regular Board Meeting were reviewed and approved as read. The minutes of the August 23, 2011 Special Board Meeting were reviewed and approved as read.

INTRODUCTION OF GUESTS

None

COMMUNICATIONS, ANNOUNCEMENTS & COMMENTS FROM THE AUDIENCE

A letter from the San Mateo County Controller's Office regarding the certified total value of assessable property within the District's boundaries was passed to the Board for review.

MANAGER'S REPORT

- A. Programming-ASP is at capacity. The current enrollment for the EEC program has 5 M-F, 1 T/Th and 3 ½ day spots open.
- B. Facilities/Grounds- The dome has been ordered.
- C. The Landslide Project has been completed. Plans to plant the hillside to reduce topsoil from sliding is in progress.
- D. LAFCo is still in the process of preparing our service review. It is now anticipated the preliminary report will be available for review in November 2011.
- E. Administration-The District is going through purchases from 2008 at the request of the California State Board of Equalization to ensure we have paid for sales tax for out of state purchases.

COMMITTEE REPORTS

A. None

FINANCIAL REPORT

- A. The Rec. is at 17% of the budget. The Board reviewed the preliminary financial report.

OLD BUSINESS

- A. The Employee Handbook Review will be held for the next meeting.
- B. The Board reviewed the proposed advertising at the pool. The Board suggested a monthly snack shack sponsor and approved of the backboard sponsor.
- C. The construction of the Child Development Center is anticipated to have substantial completion by the end of October.

NEW BUSINESS

- A. The Board Discussed Resolution 2011-3, Authorizing Rebecca Hitchcock, Highlands Recreation District's Early Education Director, as Designee to File and Application of Behalf of the Highlands Recreation District, and To Sign All Licensing Application Documents Pertaining to the Highlands Recreation District Early Education Center. P.M. made a motion to pass Resolution 2011-3, Authorizing Rebecca Hitchcock, Highlands Recreation District's Early Education Director, as Designee to File and Application of Behalf of the Highlands Recreation District, and To Sign All Licensing Application Documents Pertaining to the Highlands Recreation District Early Education Center and the motion passed unanimously.

PAYMENT OF THE BILLS

Bills were passed for the Board's review and signatures. Board Member J.S. made a motion to pay the bills and the motion passed unanimously.

ADJOURNMENT

Board Member P.M. made a motion to adjourn the meeting and the motion was passed unanimously. The meeting was adjourned at 8:15pm.

Respectfully submitted,

Margaret Glomstad
Board Secretary